



BUREAU OF SECURITY AND INVESTIGATIVE SERVICES

P.O. Box 989002

West Sacramento, CA 95798-9002

(916) 322-4000

www.dca.ca.gov/bsis

APPLICATION FOR LICENSE

☐ ALARM COMPANY AGENT

TOTAL DUE - \$73

☐ LOCKSMITH EMPLOYEE

TOTAL DUE- \$76

For Department Use Only

Application ID

Receipt #

License #

IMPORTANT INSTRUCTIONS:

Read all instructions contained in this application including information on reverse side of this page. This application must be accompanied by ALL of the following:

- Applicants may submit fingerprint cards OR use Live Scan (electronic) fingerprint processing.
If you submit fingerprint cards:
 - Submit two (2) completed fingerprint cards (FD-258) for processing.
 - If you use Live Scan, submit a copy of a completed Live Scan application signed by the Live Scan operator.
- A completed, signed initial application, and all appropriate fees with a check or money order only.

All information is mandatory and is required under Business and Professions Code Sections 7598.4 and 7598.6 and Labor Code Section 432.7.

PLEASE PRINT OR TYPE

Last		First		Middle	
1. Name					
2. Social Security Number		3. Date of Birth		Month	Date
				Year	
				/	/
4. Home Address		City		State	Zip
5. Home Telephone		6. Employer Work Telephone			
7. Employer Name		8. Employer License Information			
8. Employer Work Address		City		State	Zip
9. Have you ever been arrested and convicted of any crime, or entered a plea of nolo contendere?					
This item includes misdemeanors and felonies regardless of the length of time that has lapsed since their occurrence. Minor traffic violations resulting in a fine of \$499 or less do not need to be disclosed. Convictions dismissed under Section 1203.4 of the Penal Code MUST be disclosed.					
10. Have you ever been licensed as an alarm company agent or a locksmith employee? <input type="checkbox"/> NO <input type="checkbox"/> YES, enter license _____					
11. My first day on duty was or will be:					
Month / Date / Year					
12. I DECLARE UNDER PENALTY OF PERJURY, UNDER THE LAWS OF THE STATE OF CALIFORNIA, that all statements on this application are true and correct, with full knowledge that all statements herein are subject to investigation and that any false, dishonest, or incomplete answers to any questions on the application may be grounds for denial or subsequent revocation of my license.					
Signature _____ Date _____					
NOTICE: This temporary license expires 120 days from the date signed unless extended by the Director of Consumer Affairs.					

INFORMATION ABOUT APPLICATION ALARM COMPANY AGENT/LOCKSMITH

Every person employed by a licensed alarm company operator/locksmith to provide services must have a work permit or a license issued by the Bureau of Security and Investigative Services (BSIS).

Every alarm company agent employed by an alarm company operator who carries a firearm must possess an exposed firearm permit issued by the BSIS.

A FIREARM MAY NOT BE CARRIED WITH A TEMPORARY WORK PERMIT.

IF YOU HAVE BEEN CONVICTED OF A CRIME, A TEMPORARY WORK PERMIT CANNOT BE ISSUED TO YOU AND YOU CANNOT BE ASSIGNED TO WORK UNTIL YOU RECEIVE A LICENSE FROM THE BUREAU. (Business and Professions Code Section 7598 (b) & 6980.42 (c))

Alarm company agents who respond to alarm systems must complete a course in the Exercise of the Power to Arrest. Evidence of completion of the Power to Arrest course shall be maintained in the licensee's employee records and made available to the bureau upon request.

Be sure to answer **all** questions completely and truthfully. Any omission or false statement on the application may constitute grounds for denial or subsequent revocation of the license.

A License may be denied to any person who makes a false statement or who has been convicted of any crime or act substantially related to the functions or duties of an alarm company agent/locksmith. However, the bureau will consider evidence of rehabilitation.

Upon completion of the application, remove the temporary work permit (pink copy) and keep it on your person as evidence that you have submitted an application for an alarm company agent or locksmith employee. You **CANNOT** be issued a temporary registration if you have been convicted of a crime (see above). This temporary registration expires 120 days from the date signed unless extended by the Director of the Department of Consumer Affairs.

NOTICE TO EMPLOYER: DO NOT ISSUE ANOTHER TEMPORARY WORK PERMIT IF THIS HAS EXPIRED.

Upon issuance of a license you must notify the Bureau of any change of address within 30 days of the change (Business and Professions Code section 7587.14). If you do not, you may be assessed an administrative fine of \$15. Pursuant to Business and Professions Code section 7599.59, a license shall not be renewed until all fines have been paid.

Per California Civil Code, Section 1798.17 (Information Practices Act), the Chief of the Bureau is responsible for maintaining the information in this application. This information may be transferred to other governmental and enforcement agencies, unless the records are exempt by section 1798.40 of the Civil Code.

LIVE SCAN FINGERPRINTING

Live Scan is a system for the electronic submission of fingerprints and the subsequent automated background checks and responses. The Bureau strongly encourages the use of Live Scan for submitting fingerprints to the DOJ and FBI. Live Scan is much faster and more efficient than fingerprint cards and we would prefer that you use Live Scan.

Live Scan is easy to use. Simply go to the nearest Live Scan station to have your fingerprints submitted to the Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). Pay the Live Scan operator the \$32 DOJ fingerprint processing fee and the \$24 FBI fingerprint processing fee, as well as the Live Scan site fee. If you are applying for a firearms permit, you may be required to pay the \$28 DOJ Firearms Eligibility Application (FEA) processing fee at the site.

NOTE: The fee set by each Live Scan site varies. The Bureau does not set the price.

LIVE SCAN SITES AND FORMS

You may visit the Bureau's Web site at "www.dca.ca.gov/bsis" to link to the Live Scan sites and/or Live Scan form to be used by the Bureau's applicants. You may also call the Bureau at 916-322-4000 to request a form and/or a referral to a Live Scan site in your area.